

Bellingham Public Library



Regular Meeting of the Library Board of Trustees Tuesday, September 20, 2016 – Central Library 3:30 p.m.

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: J. Gordon, Rachel Myers, Tom Barrett and Rick Osen

Board Members Absent: Marilyn Mastor

Library Staff: Pamela Kiesner, Lola Estelle, Bethany Hoglund, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: April Barker, City Council Liaison; Chris Johnson, Friends of Bellingham Public Library

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, J. Gordon.

Approve/modify agenda: Rick Osen moved to approve the agenda. Rachel Myers seconded. Motion carried.

Public comment: No comments.

Consent agenda: Tom, referring to the note concerning the estimated circulation statistics in the Performance & Activity Measures due to a software glitch, asked that circulation statistics for the entire year be recalculated. J. asked that the minutes be adjusted to clarify the Mayor did not ask the Library Board to not discuss a new Central Library building, but to not develop an agenda at this time considering that the annexation issue is to be explored and the Capital Facilities plan is still in draft form. Tom Barrett moved to approve the August 16, 2016 minutes and the August 2016 performance and activity measures and financial reports as amended. Rachel Myers seconded. Motion carried.

Board member reports: No reports.

City Council liaison report: April thanked Janice for the Community Outreach interactive map; she forwarded it to the Cordata Neighborhood Association who she is meeting with this week. April mentioned that Council is working through the Comprehensive Plan, adding improvements that will help focus attention where it needs to be.

Friends of BPL report: Chris Johnson reported the Friends earned \$10,064 at their last book sale. The Friends have decided to hold three rather than four sales in 2017, tentatively planned for January, May and September.

Library Director's report: Pam chaired the Library Council of Washington meeting that was held on September 12 in Longview. The Longview Library Friend's organization had just completed one of their sales, earning \$3,200. The new State Librarian, Cindy Aden, attended. Pam reported Cindy was dynamic with a solid vision for the State Library.

Pam reported on donations received in August, including close to \$11,000 from the Friends for the website refresh project and Summer Reading activities.

This year's Whatcom Literacy Council breakfast will be held on Thursday, November 3 – Pam invited April and the trustees to attend; let Pam know if you're interested.

Donation disbursement: The Library received a bequest of \$3,283 from a long-time patron and Friends volunteer. Rachel Myers recused herself from discussion of disbursement of the donation. Tom made a motion that the bequest be deposited in the gift fund to be spent on materials. Rick Osen seconded. Motion carried.

Trustee education:

- Washington State Library Trustee Training: Rick Osen attended the morning and lunch session of this training, titled *Library Trustees, Boards, and Directors: Working Effectively Together*, this morning in Everett. Video coverage of the workshop will be available online in the future. Rick reported the State Library will have funds available for board training by request beginning October 1. Rick's primary goal in attending was to see the consultant, Ruth Metz, in action, to determine if she might be a candidate for our future funding strategy/feasibility study. He reported that she was a good facilitator. She included materials from United for Libraries – an arm of the ALA geared towards friends and trustees. She also recommended online resources – the WSL trustee wiki and some short videos on a variety of topics that the board could use for training. The afternoon session, that Rick wasn't able to attend, was on board self-evaluation – something the board can explore, perhaps with a joint session with WCLS.
- Jennifer Vander Ploeg presented a 10 year statistical review; highlights included:
 - There has been a tremendous increase in the number of programs and attendees.
 - The number of borrowers that remain active from year-to-year is on the rise.
 - Print material holds are decreasing over time; alternate formats (e-materials, audio and video) holdings have increased substantially in response to patron demand.
 - 2015 materials expenditures (\$420,223) are still well below pre-recession levels (\$540,804 in 2008).
 - Our materials collection is aging – 43% of non-fiction material is 11 years or older; 31% is 0-5 years old.
 - Circulation is down slightly since 2013, yet the number of visitors remains relatively level; patrons are utilizing more "convenience" services – online as well as Connection pick-up and return services.

- With the increased use of Connection services there is increased staff cost to deliver and pick-up at more locations and handle volume increases.
- The volume of requests for Interlibrary Loans (ILL) – both borrowing and loaning – has more than doubled over the past 10 years.
- Staff handled about 1200 more items *per day* in 2015 than in 2006 (checking in, pulling holds, etc.).
- We continue to recover our staffing levels from the recession; we were at a high of 47.4 FTEs in 2009, reached a low of 42.7 FTEs in 2010, and are currently at 46.3 FTEs.

Fall program update: Janice demonstrated the interactive qualities of the online Community Outreach map – she is hoping to soon be able to include more data and numbers.

Janice distributed:

- *BPL Snapshots August & September 2016* including photographs from the Friends book sale, the Summer Reading Ceremony and the WWU Red Square Information Fair.
- A draft October calendar of events for adult and SkillShare programs.
- A flyer for *Story Time in the Northwest: Celebration of Vicky Marshall's love of stories*, featuring the unveiling of the commissioned Ben Mann painting. This event will be held on Saturday, October 22, from 10:00 a.m. to 12:00 p.m. in the Lecture Room.

Bethany announced an upcoming parent education class, *Screen Scene: Best Practices for Using Screen Media with Young Children*, to be held September 29, from 6:00-9:00 p.m. in the Lecture Room.

2017-2018 budget update:

- In the packet are two budget documents that Rick and Pam shared with the Mayor and city staff at a budget meeting August 26. The first, *2017-2018 Library Work Plan: maintaining current level of service*, includes (in purple ink) Pam's answers to the Mayor's questions raised at the meeting. The second document addresses future priority initiatives.
- The budget schedule is as follows:
 - Oct 5: COB budget emailed to Council
 - Oct 10: Council budget work session that includes the Library. Pam will be presenting the work plan and how our budget requests reflect the work plan. Rick offered to attend this work session with Pam.
 - Nov 28: Special meeting for further discussion
 - Dec 5 & 12: Approval, with final on December 12
- Tom suggested asking the Bellingham Herald to fund the purchase of a microfilm machine as it is primarily used by patrons to access the Herald.

BPL/WCLS Interlocal Agreement: J. and Pam are meeting with Christine Perkins and Marvin Waschke, WCLS board chair, on September 26 to talk over the 2017 study and the Interlocal agreement issue. Christine and Pam have each prepared a report. There is a disagreement concerning the data. The original Interlocal formula is 30 years old and with the 2017 sustainable fund study we want to have accurate data analysis.

Committee reports:

- Outreach Committee: nothing to report.
- Facilities Committee: nothing to report.

Library Board retreat update: Pam distributed a draft agenda for the October 14 Board of Trustees retreat. J. and Rachel will open the retreat, setting the stage with big questions – What does the library of the future look like? How can it be funded? J. suggested providing a packet of background information to Marcellus and Andrew prior to the retreat. Marcellus and Andrew will each have about 25 minutes to share the insights they have gained through their sustainable funding processes, followed by a question and answer period. There will then be time for the trustees to lead small groups to process and report on the presented information. Email invitations will be sent out this Friday. The retreat will be open to the public.

Trustee recruitment update: Pam has received three applications so far. There isn't a rush, but it would be good to have someone on board by year end. Once applications are in, two trustees will screen the applications; two other trustees will conduct interviews.

New Business: April noted that more young families are moving downtown, yet there are no spaces to recreate – is the lawn in back of the Library available for a play space with equipment that is useful for young children and older youth? Pam clarified that Parks is in charge of the space, but she has suggested removing the unrepairable fountain and putting in a playground. Some open space is needed for events such as the Craft Fair and Summer Reading Recognition Ceremony. It was also noted the space is not currently ADA accessible.

Action items for next meeting: Whatcom READS!

Executive Session: The board moved into Executive Session at 5:42 p.m. to review the performance of a public employee [RCW 42.30.110(g)]

The Board of Trustees adjourned the Executive Session and returned to open session at 6:02 p.m.:

The Trustees respectfully but very reluctantly accepted Pam Kiesner's notice of retirement, effective January 3, 2017. J. Gordon, Chair appointed a small hiring committee made up of himself and Rick Osen, who will lead the committee. The trustees recommend working with a Human Resources Consultant to conduct a search, and they further recommend possibly hiring an Interim Director for up to 18 months, at which time a search for a permanent director will take place. In addition, the Board of Trustees recommends that Strategic Planning, which was to commence in 2017, be postponed until 2018. It is hoped that this postponement provides the space and time required for the upcoming 2017 Sustainable Funding Study, including the option of annexation, and for a nationwide Library Director search.

Meeting adjourned at 6:15 p.m.

Next Regular Library Board Meeting – October 18, 2016 at the Fairhaven Branch Library,
1117 12th Street, Fireplace Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees